

CAREER OPPORTUNITIES

PLEASE POST

REQUISITION # 20050023

CITY OF ROCHESTER, MINNESOTA **ROCHESTER POLICE DEPARTMENT**

- (XX) Open to new applicants
- (XX) Open to current City employees for promotion or transfer
- (XX) Open to current temporary City employees

POSITION TITLE Senior Clerk Typist

DEPARTMENT Police DIVISION Records

OPENING DATE March 11, 2005 CLOSING DATE March 24, 2005 5:00 pm

STARTING PAY (2004) \$17.50 per hour HOURS PER WEEK 40

DATE POSITION IS TO BE FILLED as soon as possible

JOB DESCRIPTION: see attached

QUALIFICATIONS: see attached

DESIRABLE SKILLS OR EXPERIENCE: see attached

APPLICATION PROCEDURE: APPLY Human Resources Department
201 4th St SE Room 295, City Hall
Rochester, MN 55904
507/285-8074
FAX 507/529-4504
www.rochestermn.gov

Monday - Friday, 8:00 A.M. - 5:00 P.M.

EQUAL OPPORTUNITY EMPLOYER

The City of Rochester is an Equal Opportunity Employer and as a result all applicants are considered without regard to age, race, color, creed, religion, national origin, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission. The City of Rochester believes in and follows the principle of nondiscrimination in employment and intends to comply with all federal and state laws.

CITY OF ROCHESTER
SENIOR CLERK TYPIST
POLICE DEPARTMENT

NATURE OF WORK

This is a clerical/technical position within the Rochester Police Department Records Division. Work involves general clerical duties, customer service, data entry tasks and the maintenance of confidential records and files. Work requires accurate and expedient completion, and is conducted using independent judgment and discretion. Actions are governed by state/federal laws and department guidelines. Job duties are performed in accordance with police/sheriff rules, practices, and procedures. Work is performed under the general direction and evaluation of the Records Supervisor.

MAJOR FUNCTIONS/TASKS

*A Maintain police records and documents

1. Maintain on-line record information as it relates coding of law enforcement incidents, status of criminal investigations, and identification of persons involved in or suspected of criminal investigation
2. File, retrieve, and maintain law enforcement data in a manner that ensures its confidentiality.
3. Maintain moderately complex records and prepare reports from such records
4. Update and purge records according to law enforcement record retention schedules

*B Prepare and maintain law enforcement reports

1. Disseminate various information and law enforcement reports to appropriate state local agencies and courts
2. Prepare reports and statistics for transmittal to state agencies through secure computer terminals
3. Monitor active and ongoing law enforcement criminal reports for completeness and accuracy
4. Interpret data privacy statutes and procedures to ensure the proper release of data relating to law enforcement reports
5. Compile statistical information at request of supervisor and others

*C Provide clerical support and customer service

1. Process copy request for Police Department reports and records
2. Serve as resource for general police information questions and inquiries
3. Provide technical support for public, staff, and other agencies

D Perform other related duties as assigned

* ESSENTIAL JOB FUNCTIONS

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent and one (1) year general clerical and customer service experience.
Personal computer skills, data entry skills and MS Office experience.

Valid MN driver's license required

Special Requirements

This position requires completion of a background investigation including fingerprinting as a condition of employment. This position requires completion of the Criminal Justice Reporting Systems (CJRS) statistical entry certification requirements within the first year of employment.

DESIRABLE QUALIFICATIONS

Previous customer service experience, preferably in the public sector.
Experience working with confidential information preferred.
Criminal justice/law enforcement education or experience preferred.

KNOWLEDGE, ABILITIES, AND SKILLS

Ability to utilize appropriate customer relations skills
Ability to maintain confidentiality as it relates to law enforcement data and active criminal investigations

Knowledge of law enforcement and judicial system terminology, procedures, and policies
Knowledge of data privacy laws as they relate to the maintenance and or release of law enforcement data
Knowledge of various crime categories and their severity
Knowledge of national uniform offense crime and property coding
Knowledge of computers/computer software and their applications

Skill to analyze crime reports and to determine the most appropriate crime coding
Skill in the use of office machine and equipment

Ability to file and locate data in a complex computer system
Ability to learn and apply new and changing computer software programs
Ability to deal effectively with the public, and to communicate with all levels of personnel
(both in person and over the telephone)
Ability to work independently, efficiently, and accurately

Initiative to develop and implement improvements in office procedures and to work with a minimum of direction and supervision

Excellent grammar, punctuation, and spelling skills

Ability to simultaneously coordinate several required job duties
Ability to exercise initiative, good judgment and sound decision making within the scope of assigned authority
Ability to follow oral and written instructions in detail with accuracy and efficiency
Ability to establish and maintain effective working relationships within a stressful environment

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE FOLLOWING REPRESENTS THE PHYSICAL/ENVIRONMENTAL DEMANDS

This position requires a majority of time (up to 75%) spent in a seated position

Movements such as stooping, kneeling, crouching, reaching, and bending are sometimes required.

Lifting, carrying, pushing, and pulling of objects weighing up to fifty (50) pounds is required.

Climbing of stairs, stools, or ladders is occasionally required.

The ability to operate a motor vehicle and possess a valid driver's license is required.

Audio, visual, and verbal functions are vital aspects to performing these duties.

Simultaneous, and often repetitive, use of the hands, wrists, and fingers is often required.

The majority of the workday is spent indoors with some outdoor exposure. Rarely is this position exposed to dust, fumes, noise, extreme heat and cold.

(A breakdown of the physical and environmental demands is available on the "Job Analysis of Physical and Environmental Demands" in the Human Resources Department)